

MEMORANDUM FOR THE RECORD

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SUBJECT: Microfilming of the Master Photo File

RECORDS MANAGEMENT DIVISION
2 May 1956

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On 1 May the undersigned met with Messers [REDACTED] and Col. [REDACTED] of OCR/GR. The purpose of this meeting was to discuss the re-filming of the Master photo file of GR.

During this meeting sample prints obtained from selected micro-film images, previously deposited, were compared with prints made from the negative. There was no comparison, the microfilm prints appearing sort of fuzzy and lacking in detail.

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I suggested that consideration be given to the transfer of the entire negative collection to the repository. Col. [REDACTED] and Mr. [REDACTED] objected strenuously stating that such a transfer would prohibit their present ability for meeting crash (2hour service) printing. 25X1A9a

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Later, during the discussion Col. [REDACTED] suggested the making of a second negative thus duplicating the negative collection, having one negative here and providing the repository with one. The trend of thought along this suggested method led me to believe that Col. [REDACTED] had previously talked to [REDACTED] about this.

Later, one of the GR people suggested the depositing of a print for each of the 800,000 photos presently in the collection. It is true that this would be very helpful for scanning the collection, as is done at headquarters to-day, but it does not seem practicable from an emergency view point. This method would mean that at the time of emergency a negative would first have to be made before requests for additional prints could be met.

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Mr. [REDACTED] was asked to compare the costs of filming this entire collection on 70mm film with the costs involved in making a duplicate set of prints.

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Further action was to await Mr. [REDACTED]'s study.

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Yesterday, 24 May, Col. [REDACTED] visited the Repository to inspect the OCR/GR film.

Discussion at that time seemed to indicate that the following procedure would prevail in making this collection complete and keep it current.

1. Leave all previously filmed reels as they are in the Repository.
2. Deposit contact prints (of 70 mm negatives) for all pictures added to this file since date of last filming (1954) and up to the date of this revised procedure.
3. Request that Reproduction make two (2) negatives of all incoming prints and deposit one in the Repository.

The microfilm file and the print file would be arranged by area and subject while the negative file would be arranged numerically by accession number..

As requests are made by area and subject it will be necessary to have on deposit either an IBM card file arranged by area and subject indicating the negative number or an IBM listing which would indicate the same information.

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This procedure is still in the suggestion stage and must meet with Mr. [REDACTED]'s approval.

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